



本署檔號 Our Ref. ( ) in HAD/LA/15/3-80/7C  
來函檔號 Your Ref.

電話 Tel.: 3620 3062  
傳真 Fax: 2894 8343

**To: Licensee of Hotel**

17 February 2022

## **Anti-epidemic Fund Tourism Industry Additional Support Scheme (Support for Hotel Sector)**

The Government has obtained funding approval from the Finance Committee of the Legislative Council on 15 February 2022 to activate the sixth round of the Anti-epidemic Fund, which includes a one-off subsidy for each licenced hotel. For each hotel with 100 or less licensed guestrooms, a one-off subsidy of \$300,000 will be provided. For those with 101 or more licensed guestrooms, the amount of the one-off subsidy is \$400,000. For details of the Scheme, please refer to the attached Hotel Sector Subsidy Scheme – Guide to Application. The major points are set out below.

### **Application period**

2. Hotels must submit the application form with the required document to the Office of the Licensing Authority (OLA) under the Home Affairs Department between 17 February 2022 and 17 March 2022 (both dates inclusive). **Late submission of application form will not be accepted.** For applications submitted by post, the postmark will be taken as the date of submission.

### **Application procedure**

3. Hotel may complete the Application Form (attached in this letter) and submit together with documentary proof of bank account (e.g. a copy of first page of bank book or bank statement, which should clearly show the name of bank, name of bank account and account number) to the OLA **by email, fax, post or in person**. Application form is also available for download at OLA's website ([www.hadla.gov.hk](http://www.hadla.gov.hk)) or collection from its office. For applications submitted **by email or fax**, please also submit the original application form to the OLA or the application cannot be processed. The OLA will verify the original application form before arranging payment.

4. The name of the hotel licence holder's bank account must tally with that in the hotel licence, otherwise the OLA may require supplementary information from the hotel licence holder for verification. If the hotel licence holder is unable to provide the required information, it will not be granted the subsidy.

### **Disbursement of subsidy**

5. The OLA will arrange to disburse the subsidy through direct transfer to the designated bank account of eligible hotel licence holders, and to inform them of such through letters/emails (if available).

### **Enquiry**

6. For enquiry, please contact the OLA:

Email:	hssupportscheme@had.gov.hk
Telephone:	3620 3062
Fax:	2894 8343
Address:	10th Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

Yours sincerely,

(SIGNED)  
(Miss Grace CHIU)  
for Director of Home Affairs

**Tourism Industry Additional Support Scheme**  
**(Support for Hotel Sector)**  
**Guide to Application**  
**(Application period: 17 February to 17 March 2022)**

**Introduction**

The Government has obtained funding approval from the Finance Committee of the Legislative Council on 15 February 2022 to activate the sixth round of the Anti-epidemic Fund, which includes a one-off subsidy for each licenced hotel. Each eligible hotel:

- (a) with 100 or less licensed guestrooms may receive a subsidy of \$300,000; and
- (b) with 101 or more licensed guestrooms may receive a subsidy of \$400,000.

**Eligibility**

2. To be eligible for the subsidy, hotels must fulfil the following three criteria:
- (a) holding a valid hotel licence issued under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) as at 8 February 2022;
  - (b) continuing to hold a valid hotel licence when the subsidy is disbursed to the concerned hotel by the Government; and
  - (c) not being used as quarantine facilities en bloc on 8 February 2022 with rent fully paid by the Government.

**Application Period and Procedures**

3. Each eligible hotel licence holder will have to submit a completed application form with the required document to the Office of the Licensing Authority (OLA) under the Home Affairs Department between 17 February and 17 March 2022 (both dates inclusive). **Late applications will not be accepted.** For applications submitted by post, the postmark date will be taken as the date of submission.

4. Eligible hotel licence holders may download the application form from the OLA's website ([www.hadla.gov.hk](http://www.hadla.gov.hk)) or obtain it from its office. The completed application form, together with the documentary proof of the designated bank account of the applicant (e.g. a copy of first page of the bank book or bank statement, which should clearly show the name of bank, name of bank account holder and account number), should be submitted to the OLA **by email, fax, post or in person**. If the application is submitted **by email or fax**, please **forthwith submit the original copy of the application form to the OLA** or the application cannot be processed. Disbursement of the subsidy to eligible applicant will be arranged upon receipt of the original copy of its application form and verification of the eligibility of the applicant for receiving the subsidy. .

5. The name of the applicant's designated bank account must tally with that in the hotel licence, otherwise the OLA may require supplementary information from the applicant for verification. If the applicant is unable to provide the required information, it will not be granted the subsidy.

#### **Disbursement of subsidy**

6. Disbursement of the subsidy to eligible applicants will be arranged through direct transfer to their designated bank accounts. Notification on disbursement will be issued to the concerned applicants by mail or email (if available).

#### **Enquiry**

7. For enquiries, please contact the OLA:

Email:	hssupportscheme@had.gov.hk
Telephone:	3620 3062
Fax:	2894 8343
Address:	10th Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

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**旅遊業額外支援計劃（支援酒店業）**  
**Tourism Industry Additional Support Scheme (Support for Hotel Sector)**  
**- 申請表格 Application Form -**

**1. 酒店牌照號碼 Hotel Licence Number**

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**2. 酒店牌照持有人銀行戶口資料 Hotel Licensee's Bank Account Details**

銀行名稱 Name of Bank:
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賬戶名稱 Name of Bank Account:
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*(銀行賬戶名稱需與酒店牌照相同 The name of the bank account should tally with that in the hotel licence)*

賬戶號碼 Bank Account Number: (按銀行月結單或存摺所示 As per bank statement or passbook)																			
			-																

銀行編號 Bank code                      分行編號及帳戶號碼 Branch code and Account number

**請夾附銀行存摺第一頁或月結單副本 Please attach a copy of the first page of the bank book or bank statement**

**3. 酒店內獲發牌客房數目 No. of licensed guestrooms in the hotel :**

100 間或以下 one hundred or less                       101 間或以上 101 or more

**4. 聲明 Declaration**

- (a) 本人（即本表格簽署人）聲明本人為本表格第 1 部分所示的酒店（下稱「該酒店」）的獲授權人士。  
I, the signatory of this Form, declare that I am the authorised person of the hotel as specified in Part 1 of this Form ("the hotel").
- (b) 本人現代表該酒店聲明，本人已仔細閱讀「旅遊業額外支援計劃（支援酒店業）（下稱「該計劃」）- 申請指引」以及本申請表格的所有部分，並完全明白其中內容及同意遵守當中的所有條款及細則。  
On behalf of the hotel, I now declare that I have carefully read all sections of the "Tourism Industry Additional Support Scheme (Support for Hotel Sector) ("the Scheme") - Guide to Application" and this application form and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (c) 本人現代表該酒店聲明，酒店在 2022 年 2 月 8 日當日並非獲政府全資租用整幢酒店作檢疫用途的酒店。  
On behalf of the hotel, I now declare that the hotel was not used en bloc as a quarantine facility on 8 February 2022 with rent fully paid by the Government.
- (d) 本人已閱讀以下「收集個人資料的聲明」及完全明白其內容。  
I have read the following "Personal Information Collection Statement" and fully understand its content.

**收集個人資料的聲明 Personal Information Collection Statement**

收集資料的目的：香港特別行政區政府（下稱「政府」）及其代理人會就該計劃使用本表格內及附交的資料（下稱「資料」），作下列一項或多項用途或作其他直接有關的用途：

**Purpose of Collection:** The data provided in and attached to this Form ("the Data") in respect of the Scheme, will be used by the Government of the Hong Kong Special Administrative Region ("the Government") and its agents for one or more of the following purposes and any directly related purpose:

- i. 在該計劃下辦理申請及領取款項事宜（如適用），並在有需要時就與該計劃有關的事宜聯絡你；  
to process application and payment (if applicable) under the Scheme and if required, to communicate with you for matters relating to the Scheme;
- ii. 執行該計劃，包括但不限於發放相關款項；及  
to administer the Scheme, including but not limited to effecting payment; and
- iii. 作法律規定、授權或准許的用途。  
any other purposes as may be required, authorised or permitted by law.

提供的資料純屬自願，但你如果沒有提供足夠和正確的資料，有關申請可能無法處理。

It is voluntary for you to supply the Data but if you fail to supply any of the data required by this Form, the application may not be processed.

**資料轉交的類別：**你所提供的資料，或會向相關的政府政策局和部門及其代理人、銀行及資料的其他承轉人或其他參與該計劃的行政及運作的各方披露。

**Classes of Transferees:** The Data you provide may be disclosed to relevant bureaux and departments of the Government, their agents, banks and other transferees and any other parties involved in the administration and operation of the Scheme.

**查閱個人資料：**除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正未被刪除的個人資料。

**Access to Personal Data:** Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this Form when the data have not been erased.

查詢：你的要求或查詢可以電郵 ([hssupportscheme@had.gov.hk](mailto:hssupportscheme@had.gov.hk))、傳真 (2894 8343) 或郵遞方式送交香港太古城太古灣道 14 號 10 樓民政事務總署牌照事務處。

Enquiries: Your requests or enquiries should be addressed by email ([hssupportscheme@had.gov.hk](mailto:hssupportscheme@had.gov.hk), fax (2894 8343) or by post to the Office of the Licensing Authority, Home Affairs Department at 10/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

- (e) 本人同意政府把該計劃的一次過津貼直接存入本人在表格內指定的銀行帳戶。本人亦同意並承諾，如政府就該計劃向該酒店牌照持有人支付的款項超過既定款額，或因任何原因誤向該酒店牌照持有人支付任何款項，本人定當立即通知政府並退回任何多付或誤付的款項。就此，本人授權銀行從該帳戶扣除經政府核實為多付或誤付的款項，並同意賠償政府可能出現或招致的損失、損害賠償、費用、收費或支出，其中可能包括因延遲或未能退回多付或誤付的款項而出現的情況。  
I agree that the one-off subsidy under the Scheme be deposited directly into the bank account as specified in this Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the hotel licensee under the Scheme and refund the same to the Government. In this respect, I hereby authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake, and agree to indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
- (f) 本人明白每一間合資格酒店（即每一個酒店牌照）只可提交一份申請。重複遞交的申請將不獲處理。  
I understand that only one application may be submitted for each eligible hotel (i.e. each hotel licence). Duplicate submission will not be processed.
- (g) 本人聲明在本表格填報及附交的資料均屬正確無訛。本人明白倘若本人蓄意或存心虛報資料或隱瞞任何事項，或錯誤引導政府以獲取該計劃的津貼，本人可被刑事檢控。政府將取消已批准的津貼，而已發放的款項亦須全數退還政府。I declare that the Data is true, complete and accurate. I understand that if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government for the purpose of obtaining subsidy under the Scheme, it will render me liable to criminal prosecution and any approved subsidy shall be cancelled or any amount disbursed shall be refunded to the Government.
- (h) 本人同意，政府並無責任處理就酒店牌照持有人在該計劃下的申請及付款事宜，如：  
I agree that the Government shall have no obligation to process the application or to make any payment under the Scheme in respect of a hotel licensee if:
- 本人在任何時候被發現在該計劃下提供予政府的資料／文件屬虛假、不完整、不準確、不正確或具誤導性；或 any information/document(s) provided by me to the Government under the Scheme is at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - 該酒店牌照持有人不符合資格收取該計劃的津貼。 the hotel licensee is not eligible to receive any subsidy under the Scheme.

獲授權人簽署 (須與牌照紀錄相符) Authorised person's signature (must be the same as the licence record)	酒店牌照持有人印章 (須與牌照紀錄相符) Hotel Licensee's stamp (must be the same as the licence record)
簽署人姓名 Name of signatory:	
聯絡電話 Contact phone no.:	電郵 Email:
日期 Date:	

### 重要事項 Important note

請把填妥的表格，連同銀行存摺第一頁或月結單副本，以**電郵、傳真、郵寄或親身**交回民政事務總署牌照事務處。若申請人以**電郵或傳真**遞交申請表格，請**隨即將申請表格的正本交回牌照事務處**，否則牌照事務處將無法處理有關申請。牌照事務處在收到申請表格的正本及核實酒店牌照持有人的申請資格後，便會安排向酒店牌照持有人發放津貼。

Please submit the completed application form together with a copy of the first page of the bank book or bank statement to the Office of the Licensing Authority ("OLA"), Home Affairs Department **by email, fax, mail or in person**. For applications submitted by **email or fax**, please **forthwith submit the original application form to OLA** or the application cannot be processed. OLA will arrange payment of the subsidy to the hotel licensee after receiving the original application form and verifying the eligibility of the hotel licensee for the Scheme.

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Checked by:	Verified by:	Endorsed by:
Date:	Date:	Date: